

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

THIS POSITION IS OPEN TO STATE EMPLOYEES ONLY

PROVIDER REVIEW UNIT ANALYST

Role Title: Health Care Compliance Specialist II

Position: #00636

Pay Band 5, Level I Hiring Range: \$40,959 – \$55,000

Closing Date: September 17, 2012

Program Integrity Division seeks a health care professional to audit fee-for-service providers enrolled in the Medicaid program to determine compliance with federal/state regulations and policies. This position is part of an audit team located in Richmond, Virginia with responsibility for travel throughout the state in order to investigate complaints, audit payments, and identify potential waste, fraud, and abuse. Requires working knowledge of principles and technical methods of medical auditing, utilization review, and utilization management for all Medicaid programs. Requires recent experience assessing complex medical and financial audit issues, and interpreting complex statutes and regulations. Must have demonstrated ability to analyze data and identify/ resolve problems. Must be proficient using PC with spreadsheet and word processing software to analyze audit findings and prepare comprehensive reports. Prefer degree with major coursework in nursing, quality assurance, auditing/accounting principles or related field. An equivalent combination of training/experience in medical audit or utilization review may substitute for degree. Current Virginia RN License or other specialized certification, e.g., Registered Health Information Administrator (RHIA), Certified Professional Coder (CPC) preferred. **Some overnight state travel required; valid state driver's license required.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA